

ABSTRACT OF THE DISCLOSURE

A document transmission apparatus which can selectively note down such information as a standardized sentence which is used frequently on a transmittal letter produced 5 automatically thereby is disclosed. The document transmission apparatus includes a document data transmission section for producing document data, a transmittal letter production section for producing a transmittal letter to be attached to the document data, a transmission section for electronically 10 transmitting the document data with the transmittal letter attached, an additional information storage section in which a plurality of pieces of additional information which can be attached to the transmittal letter are stored, and an operation section for selecting an arbitrary one of the pieces of additional 15 information from within the additional information storage section. The transmittal letter production section produces a transmittal letter in which the additional information selected by the operation section is inserted.